



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-MICHIGAN**  
44370 N. Jefferson  
Selfridge, Michigan 48045-4941

**ANNOUNCEMENT NUMBER 28-05**

**SUMMER - FLEXIBLE**

OPENS: April 5, 2005  
CLOSES: April 21, 2005

**TITLE:** ADMINISTRATIVE ASSISTANT (CYS), NF-0303-02

**AGENCY:** U.S. Army Garrison-Michigan

**LOCATION:** MWR FUND, Supplemental Programs and Services  
Selfridge ANG Base, MI 48045

**SALARY RANGE:** \$8.44- \$14.86 per hour

**DUTIES:** Receives children, youth, parents, and other visitors in a courteous manner. Answers telephones, ascertains nature of call and directs caller to appropriate staff, takes a message or personally provides desired information. Provides customer service expected in a "First Choice" organization.

Utilizes an electronic cash register system and calculator to compute and record individual transactions for customers and to enter data into predefined categories for regulatory signed statistical reports and tracking of income data as it pertains to the CYS program as required. Inputs data into CYMS as required.

Provides administrative support including typing/word processing, mail preparation, copying, distribution, telephone calls, and travel orders for CYS personnel.

Using office automation equipment and word processing software, prepares a variety of correspondence, memorandums, briefings and Daily Activity and other reports required for day-to-day operation. Refers to agency regulations, flip charts, dictionaries, and other typical office reference materials to ensure proper format, grammatical accuracy, and correct spelling.

Maintains records, files, statistical data, and suspense system. Initiates Civilian Personnel actions and helps track background clearance checks. Assists in maintaining leave records, and time and attendance records. Prepares invoices, supply and equipment requests. Uses E-Mail to send and retrieve messages.

Understands and articulates policies relating to patron fees, waiting lists and program events. Coordinates vacancies and reservations for the hourly care program as required. Works cooperatively with Resource and Referral to track program vacancies and occupancy rates as required. Ensures risk management procedures (i.e., abuse prevention, identification, and reporting procedures; accident prevention, etc.) are followed.

Monitors supplies and resources. Orders office supplies. Assists in facility key control. Performs other duties as assigned.

**CONDITION OF EMPLOYMENT:** All required background checks and the Crime Control Act must be successfully completed and maintained including a National Agency Check. A Health Assessment is required. Successful completion of training requirements and demonstrated on the job competency is required. Travel to on and off post locations required. All employees

are required to participate in Electronic Fund Transfer (Direct Deposit) of Pay into a checking/savings account

**WHO MAY APPLY:** Any qualified person who meets the qualification requirements below.

**QUALIFICATION REQUIREMENTS:** Skill in operating a manual or electric typewriter and current automation system and software (Microsoft Windows, Word, Power Point, Excel) required. Must be able to type 40 wpm.

Knowledge of grammar, spelling, capitalization and punctuation and composition techniques needed to accurately type a variety of material from written sources or voice recordings.

Knowledge of formats forms, typing policies and common terminology of the program for which the work is to be performed.

Possess the ability to communicate effectively orally and in writing.

**HOW TO APPLY:** 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number 28-05 must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders.

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and fax, mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)  
Non-Appropriated Fund Personnel Unit  
PECP-NCR-G/NAF, Bldg 970, Room 107  
44370 N. Jefferson  
Selfridge ANG Base, MI 48045  
Phone Number (586) 307-5691/5701  
Fax (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES  
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING  
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND  
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT  
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF  
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT  
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED  
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP  
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.